

# DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST COORDINATORS (2020-21)

The following checklist details the critical steps for test coordinators to follow. Refer to this checklist while preparing for the Dynamic Learning Maps alternate assessments.

**NOTE:** All documents and other resources can be found on [www.ride.ri.gov/assessment-materials](http://www.ride.ri.gov/assessment-materials) and additional links are embedded below, as necessary.

p	Step
	1. <b>Sign up for DLM Test Updates during the year at</b> <a href="https://dynamiclearningmaps.org/test-updates">https://dynamiclearningmaps.org/test-updates</a> .
	2. <b>Confirm student eligibility to participate in DLM alternate assessments.</b> <ul style="list-style-type: none"> <li>RIDE will upload students and register them for the DLM alternate assessments the week of January 25, 2021.</li> <li>Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of <b>3=Alternate Assessment</b> in the Special Education Census.               <ul style="list-style-type: none"> <li>For resources on determining eligibility for the alternate assessments, go to <a href="http://www.ride.ri.gov/dlm">www.ride.ri.gov/dlm</a>.</li> <li>The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to <a href="http://www.ride.ri.gov/tc">www.ride.ri.gov/tc</a> to download.</li> </ul> </li> <li><b>Outplacement Schools:</b> Any student tutored to a school either within or outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student's current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census do not match the grade level of the tests the student took, then any tests administered may be invalidated.</li> </ul>
	3. <b>Download the following documents</b> from <a href="http://www.ride.ri.gov/assessment-materials">www.ride.ri.gov/assessment-materials</a> from the <i>Test Coordinator</i> tab or from <a href="https://dynamiclearningmaps.org/rhodeisland">https://dynamiclearningmaps.org/rhodeisland</a> : <ul style="list-style-type: none"> <li><i>Test Coordinator Manual</i></li> <li><i>Data Management Manual</i></li> <li><i>RI Guide to Required Training</i></li> <li><i>Accommodations and Accessibility Manual</i></li> <li><i>Educator Portal User Guide</i></li> </ul>
	4. <b>Activate your account in Educator Portal (EP)*</b> by following the instructions in the KITE activation email <i>if you are a new test coordinator</i> . <b>New Test Coordinators:</b> New test coordinators should contact their special education director for an account or contact <a href="mailto:heather.heineke@ride.ri.gov">heather.heineke@ride.ri.gov</a> for an account. Once an account has been created for you: <ul style="list-style-type: none"> <li>You will receive an activation email from <a href="mailto:KITE_support@ku.edu">KITE_support@ku.edu</a>. You must click on the link in that email to activate your Educator Portal account.</li> <li><b>If you did not receive an automatic email</b> from <a href="mailto:KITE_support@ku.edu">KITE_support@ku.edu</a>, contact your district special education director or district testing coordinator to verify your email address and have it resent.</li> <li><b>Watch:</b> <i>Getting Started in Educator Portal</i> (video: 4:25) at <a href="https://dynamiclearningmaps.org/district-staff-training-resources-ye">https://dynamiclearningmaps.org/district-staff-training-resources-ye</a>.</li> </ul> <b>Returning Test Coordinators:</b> Last year's username remains the same but you will need to reset your password by clicking on <i>Forgot Password?</i> on the Educator Portal home page.

b	Step
	<p>5. <b>Complete the Security Agreement in Educator Portal.</b></p> <ul style="list-style-type: none"> <li>• <b>Watch:</b> <i>Signing the Security Agreement</i> (video 0:38) <a href="https://dynamiclearningmaps.org/district-staff-training-resources-ye">https://dynamiclearningmaps.org/district-staff-training-resources-ye</a></li> <li>• <b>Read:</b> <i>Test Administration Manual</i>, page 33 or <i>Educator Portal User Guide</i>, pages 15-16</li> </ul>
	<p>6. <b>Review and Update Test Administrator Accounts in Educator Portal.</b> It is important that access to Educator Portal is given only educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.</p> <ul style="list-style-type: none"> <li>• Teachers cannot begin to prepare for testing or complete their training requirements until they have a test administrator account in Educator Portal.</li> <li>• <b>Watch:</b> <i>Adding and Editing Users Manually</i> (1.37 minutes) <a href="https://dynamiclearningmaps.org/district-staff-training-resources-ye">https://dynamiclearningmaps.org/district-staff-training-resources-ye</a></li> <li>• <b>Read:</b> <i>Manage User Account for All States</i> (page 10) in <i>Educator Portal User Guide</i> for instructions on how to add and update users in Educator Portal.</li> </ul>
	<p>7. <b>Develop a Training Plan for Test Administrators.</b> Test administrator training must be completed at least two weeks prior to the test window opening. Once test administrators have completed their training, they must print a certificate of completion.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>Guide to Required Training (RI edition)</i> (<a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a>)</li> <li>• All educators must have an account in Educator Portal before they can access the Moodle site to complete their training. Accounts are created in Moodle after an Educator Portal account is created and activated. Moodle accounts can be accessed <b>three hours after</b> the Educator Portal account is created.</li> <li>• <b>Last year's username and password</b> are still active and can be used to access Educator Portal and Moodle accounts. Forgot your username or password? Click <i>Forgot Password?</i> on the Moodle home page.</li> <li>• <b>New Test Administrators</b> must complete all four modules and take the post tests before they will be allowed to administer the DLM tests.</li> <li>• <b>Returning Test Administrators</b> do not have to complete all four training modules. Only one module is required for any teacher who administered the DLM tests last year and they must complete all four posttests (even though they don't have to view all four modules) before they will be allowed to administer the DLM tests. Educator Portal records determine who is a returning test administrator.</li> </ul> <p>Districts have two options for training test administrators:</p> <p><b>Option 1: Self-Directed Training using the Moodle training site.</b></p> <ul style="list-style-type: none"> <li>• The Moodle training site is separate from Educator Portal. When you create a teacher account in Educator Portal, another account is automatically created in the training site (Moodle) and can be accessed three hours after the Educator Portal created and activated.</li> <li>• Access the Moodle training modules here: <a href="https://training.dynamiclearningmaps.org/login/index.php">https://training.dynamiclearningmaps.org/login/index.php</a></li> <li>• <b>Forgot your username or password?</b> Use the <i>Forgotten your username or password?</i> link on the Moodle home page to reset your password.</li> </ul> <p><b>Option 2: Facilitated in-person training led by district administrators.</b></p> <ul style="list-style-type: none"> <li>• In the past, the most popular option since it ensures all teachers are properly trained and all questions are answered.</li> <li>• The facilitated training presentations, transcripts, activities, and videos can be accessed from the Moodle site only by district administrators.</li> </ul>
	<p>8. <b>Run the Training Status Extract in Educator Portal</b> to ensure that all test administrators have completed the necessary training requirements.</p> <ul style="list-style-type: none"> <li>• <b>Read:</b> <i>Understanding the Training Status Extract</i> in the <i>Educator Portal User Guide</i>, page 105.</li> </ul>

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	<p>9. <b>Create student rosters in Educator Portal.</b></p> <ul style="list-style-type: none"> <li>• <b>January 25, 2021:</b> RIDE will register students to the DLM Educator Portal; rosters can be created after this date.</li> <li>• Rosters must be created for each content area: <ul style="list-style-type: none"> <li>○ English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11)</li> <li>○ Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11)</li> <li>○ Science (<b>ONLY</b> for grades 5, 8, and 11).</li> </ul> </li> <li>• <b>Teachers cannot see students or complete</b> the First Contact Survey until rosters are created.</li> <li>• <b>Step-by-step instructions</b> for creating rosters can be found here: <ul style="list-style-type: none"> <li>○ Create a file for multiple teachers and schools, see <i>Data Management Manual</i> (page 107).</li> <li>○ Create a roster manually, see <i>Data Management Manual</i> (page 121).</li> </ul> </li> </ul>
	<p>10. <b>Ensure technology personnel installed KITE Student Portal on assessment devices.</b> The Student Portal is what teachers will use to administer DLM. It's where the actual test will be available for teachers to administer.</p> <ul style="list-style-type: none"> <li>• Instructions for installing the KITE Student Portal can be found on <a href="http://www.ride.ri.gov/assessment-manuals">www.ride.ri.gov/assessment-manuals</a> and click on either the <i>Test Coordinator</i> or <i>Technology Coordinator</i> tab.</li> <li>• If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district assessment coordinator or technology coordinator.</li> </ul>
	<p>11. <b>Ensure accommodations and test supports are updated in the student's IEP</b></p> <ul style="list-style-type: none"> <li>• Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added, they must be amended in the IEP before the student can begin testing by either convening a full IEP Team meeting or by following an amendment process set by the district.</li> </ul>
	<p>12. <b>Run the PNP report in Educator Portal to ensure that each student's Personal Needs and Preferences Profile (PNP) is updated</b> (<i>Educator Portal User Guide</i>, pages 102 and 103).</p> <ul style="list-style-type: none"> <li>• Test administrators cannot begin testing until the PNP is completed for each student.</li> <li>• Step-by-step instructions for completing the PNP can be found in the <i>Educator Portal User Guide</i>, page 28, <i>Complete the PNP Profile</i>.</li> </ul>
	<p>13. <b>Run the First Contact Survey report to ensure that it is updated for each student.</b> Students will not be assigned testlets unless the First Contact Survey has been submitted.</p> <ul style="list-style-type: none"> <li>• <b>March 22, 2021:</b> All First Contact Surveys and Personal Needs and Preferences must be completed.</li> <li>• <b>Read:</b> Information on how to run and understand the <b>First Contact Survey data extract</b> can be found in the <i>Educator Portal User Guide</i> (page 101).</li> <li>• <b>Read:</b> Step-by-step instructions for <b>completing</b> the First Contact Survey can be found in the <i>Educator Portal User Guide</i> (page 39).</li> </ul>
	<p>14. <b>Schedule locations and times for assessment sessions.</b></p> <ul style="list-style-type: none"> <li>• <b>Test window: April 5 – May 21, 2021.</b> All assessments must be completed by the end of the school day on May 21, 2021.</li> <li>• DLM cannot be administered remotely; all tests must be administered in person. It is important that teachers and students have a consistent, familiar location in which to test students and that they have access to the same devices on which to test students.</li> </ul>
	<p>15. <b>Communicate the importance of taking the state assessments and assessment information to families.</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure that families understand</b> how important the state assessments are to helping educators understand what their child knows and can do according to the Essential Elements and that the data is used to develop IEP goals and instructional plans. Ensure that families know the dates, times, and location of the DLM assessments their child will be taking, including COVID health and safety precautions. RIDE is currently developing resources</li> </ul>

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	districts and schools can use to communicate this important information. They will be posted to <a href="http://www.ride.ri.gov/assessment-materials">www.ride.ri.gov/assessment-materials</a> .
	<p>16. <b>Monitor test completion progress.</b></p> <ul style="list-style-type: none"> <li>Click on the Test Progress column on the Test Management tab in Educator Portal to confirm that all testlets have been completed.</li> <li><b>Watch:</b> <i>Test Administration Monitoring</i> (<a href="http://dynamiclearningmaps.org/district-staff-training-resources-ye">dynamiclearningmaps.org/district-staff-training-resources-ye</a>)</li> <li><b>Read:</b> <i>Understanding the DLM Test Administration Monitoring Extract for Year-End Model States, Educator Portal User Guide</i> (page 99).</li> </ul>